



Office of State Publishing

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STD. FORMS ADMINISTRATION & DESIGN POLICY

Government Code Sections 14770, 14771, 14772 and 14775 mandate the Forms Management Center (FMC) and its responsibility to establish and administer a statewide forms management program. This legislatively enacted mission charges FMC with the orderly design, implementation, management and maintenance of state standard (STD.) forms, including STD. electronic forms (eForms) and integrated STD. eForms systems.

To ensure statewide compliance, it is expected that state government agencies work cooperatively with FMC to maintain STD. forms using a solution that is cost-effective and economical to the state. This partnership requires each state government agency to establish a forms coordinator position that has administration responsibility for forms authored by a state government agency. Forms Coordinators serve as a liaison between authors of forms and FMC to coordinate the development, design and publication of STD. forms; including ensuring the proof review and approval cycle is prompt between authors and FMC. Responsibilities for Forms Coordinators also include maintaining a list of forms distinguished by business- and public-use category and keeping contact information about their authors current.

Due to advanced technology, many state government agencies use diverse software to produce forms, both paper and electronic paper (ePaper) such as data entry screens used to process data on a variety of information-processing systems. To ensure uniformity, FMC offers training classes and holds user group meetings. During classroom training, instructors educate students in forms design techniques and forms management strategies such as effective layout presentation and organization, naming convention guidelines and file management methods. At user group meetings, problems and resolutions as well as industry trends are discussed. FMC also provides manuals that include topics such as forms design, forms management and forms analysis.

State government agencies may opt to have STD. forms developed in-house by state government union employees such as digital composers or coordinate development with FMC. Whichever the case, STD. forms must adhere to FMC's forms design principles and practices. As a result, FMC has final approval of the layout and design of STD. forms, including STD. eForms and integrated STD. eForms systems and other STD. ePaper solutions. The final management and dissemination of STD. forms must occur from FMC or from its centralized resource centers. Compliance with these guidelines minimizes the probability of bootlegged forms and maximizes state resources.

For more information, reference **State Administrative Manual Sections 1700, 1701, 1715, and 1720** or contact an FMC Forms Consultant at (916) 323-0311 or (916) 324-9697 or by email at FormsManagement@dgs.ca.gov.